Payday Payroll Ltd - GDPR Privacy Notice
Last Updated: 03rd January 2025

As a Compliance Officer at Payday Payroll Ltd, I am committed to ensuring that we process your personal data responsibly and in compliance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and other applicable laws. This Privacy Notice explains how we collect, use, store, and protect your personal data when you engage with us as a potential or existing business client. Transparency is at the heart of our operations, and we are pleased to share this information with you.

1. Who We Are

Payday Payroll Ltd
20-22 Wenlock Road, London, England, N1 7GU
info@paydaypayroll.co.uk
0208 103 0100

We are the **data controller** responsible for your personal data. If you have any questions about this Privacy Notice or how we handle your data, please contact our Data Protection Officer (DPO) at:
DPO Contact: compliance@paydaypayroll.co.uk

2. What Personal Data We Collect

We may collect and process the following types of personal data about you:

- **Identity Data:** Name, job title, company name.
- **Contact Data:** Email address, phone number, postal address.
- **Professional Data:** Details about your business, role, and industry.
- **Transactional Data:** Information related to contracts, agreements, or services provided to your business.
- **Technical Data:** IP address, browser type, and other data collected via our website or digital communications (e.g., email tracking).
- **Marketing Data:** Your preferences for receiving marketing materials or updates from us.

We collect this data directly from you (e.g., when you contact us or sign up for services), from your company, or through publicly available sources (e.g., your company website or professional profiles).

3. How We Use Your Personal Data

We will only use your personal data when we have a lawful basis to do so under UK GDPR. The purposes and lawful bases for processing include:

Payday Payroll Ltd

Purpose	Lawful Basis
To respond to your inquiries	Legitimate interests (business development)
To negotiate or fulfil a contract	Contractual necessity
To send marketing communications	Consent (where applicable) or legitimate interests
To improve our services	Legitimate interests (business improvement)
To comply with legal obligations	Legal obligation

4. Who We Share Your Data With

We may share your personal data with:

- **Service Providers:** Third parties who provide IT, hosting, or marketing services on our behalf (acting as data processors).
- **Professional Advisors:** Accountants, lawyers, or auditors where necessary.
- **Regulators:** Such as the Information Commissioner's Office (ICO), if required by law.
- **Business Partners:** If we collaborate with another entity to provide services to you (only with your agreement or under contract).

All third parties are required to respect the security of your personal data and process it in accordance with UK GDPR.

5. International Transfers

If we transfer your personal data outside the UK, we will ensure it is protected to the same standard as required under UK law. This may involve:

- Transferring to countries with an adequacy decision from the UK Government.
- Using UK-approved Standard Contractual Clauses (SCCs) or other safeguards.

6. How Long We Keep Your Data

We will retain your personal data only for as long as necessary to fulfil the purposes we collected it for, including satisfying any legal, accounting, or reporting requirements. For example:

- Contact data for business development: Retained for 6 years after our last interaction, unless you become a client.
- Contract-related data: Retained for 6 years after the contract ends, in line with statutory limitation periods.

After this period, your data will be securely deleted or anonymized.

7. Your Rights Under UK GDPR

Payday Payroll Ltd

You have the following rights regarding your personal data:

- **Access:** Request a copy of the data we hold about you.
- **Rectification:** Ask us to correct inaccurate or incomplete data.
- **Erasure:** Request deletion of your data (subject to legal exceptions).
- **Restriction:** Ask us to limit how we process your data.
- **Portability:** Request your data in a transferable format.
- **Object:** Object to processing based on legitimate interests (e.g., marketing).
- **Withdraw Consent:** Where we rely on consent, you can withdraw it at any time.

To exercise these rights, please contact our DPO at. We will respond within one month, though this may be extended for complex requests.

8. Security of Your Data

We have implemented appropriate technical and organizational measures to protect your personal data from unauthorized access, loss, or misuse. These include encryption, access controls, staff training – customize as applicable.

9. Marketing Communications

If you have opted in (or where we rely on legitimate interests for B2B marketing), we may send you updates about our services. You can opt out at any time by clicking "unsubscribe" in our emails or contacting us directly.

10. Complaints

If you are unhappy with how we handle your personal data, please contact our DPO first so we can address your concerns. You also have the right to lodge a complaint with the UK's supervisory authority:
Information Commissioner's Office (ICO)
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Phone: 0303 123 1113
Website: www.ico.org.uk

11. Changes to This Privacy Notice

We may update this Privacy Notice from time to time. The latest version will always be available on our website www.paydaypayroll.co.uk or upon request.